

HUMAN RESOURCES MANAGER

General Statement of Duties

Performs specialized professional expertise to administer recruitment, compensation, retirement preparedness, project management and over sees various human resources related functions.

Distinguishing Features of the Class

An employee in this class is responsible for planning, developing, implementing and administering various human resources programs and services. The work includes leading the Town's recruitment strategies, ensuring the Town's pay and classification plan meet federal, state and local regulatory rules, developing training initiatives, and managing retirement readiness for all Town employees. Considerable ability to gather, analyze, effectively communicate, and leverage strategic thinking to meet objectives are required. The work requires regular contact with department heads, supervisors, employees, community resources and leaders with considerable contact with peers from other municipalities, training resources and the general public. Independent judgment is exercised in all aspects of work. Work is under the general supervision of the Human Resources Director and is evaluated through observation, regular reports, and annual performance appraisals.

Illustrative Examples of Work

Directs and evaluates the work of assigned employees.

Manages the day-to-day functions as related to personnel actions, benefits administration, FMLA, performance appraisals and other employee related tasks.

Administers the Town's pay and classification plan through preparing departmental salary budgets; tracking salary budget utilization; reviewing job descriptions for accuracy and assisting with adjustments; and coordinates salary studies for the Town and other entities.

Manages the Town's recruitment program by assisting departments with their recruitment needs, reviews and adjust advertising to ensure an adequate applicant pool; compiles, reviews and processes applications; performs background checks and works closely with departments through the hiring process; resolves applicant questions and concerns; and serves as the Town's recruiting software administrator.

Administers the Town's Retirement Readiness Program; work relates to retirement preparedness counseling with employees; processing retirement applications; and coordinating supplemental retirement plan review opportunities for employees.

Serves as a project manager to research, analyze and make recommendation on various human resource related projects. Coordinates information and logistics to accomplish a variety of projects, including software implementations.

Gathers information, analyzes facts, and recommends course of action; often this work relates to routine reports, special requests for data and annual requests from the Town's auditing firm.

Serves as the timekeeper administrator for electronic timekeeping; often work relates to system setup changes; creating/modifying profiles; resolving escalated technical issues; and performing supervisory training.

Responsible for policy compliance review and assists supervisors with explanation and interpretation of Town policies.

Coordinates employee and supervisory training based on needs assessments and special requests.

Leads departmental employee engagement initiatives.

Oversees the maintenance of the departmental external website.

Serves as backup and makes routine administrative and personnel related decisions independently in the absence of the Human Resources Director.

Performs related duties as required.

Knowledge, Skills, and Abilities

Work requires considerable knowledge of local, state and federal laws and regulations relating to employment law and fair labor standards.

Ability to plan, organize, and produce work with deadlines and under pressure, handle multiple projects and prioritize work accordingly.

Ability to communicate effectively in oral and written forms.

Ability to handle confidential information appropriately.

Ability to develop and maintain effective working relationships with department heads, supervisors, employees, vendors, and the general public.

Ability to work accurately with figures and data and compile in a readable and organized format.

Considerable knowledge of the Town's Human Resources policies, practices and procedures.

Ability to make strategic, administrative and personnel related decisions independently in accordance with laws, regulations and Town policies and procedures.

Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions.

Employee must have the ability to interview effectively.

Employee must have the ability to establish and maintain effective working relationships with others.

Physical Requirements

Must be able to physically perform the basic life operational support functions of standing, walking, fingering, talking, hearing, kneeling, crouching, reaching, grasping, feeling, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to compile and compute data and statistics; operate a computer terminal, proof read materials, and do extensive reading.

Desirable Education and Experience

Bachelor's degree in human resources management, public administration, business or a related field; or an equivalent combination of education and experience. Professional certification of PHR, SPHR, SHRM-CP, SHRM-SCP, IPMA-CP, or IPMA-SCP or obtain with an agreed upon timeframe.

Possession of a valid NC Driver's License.

Notary Public license issued by the State of North Carolina.

Fair Labor Standards Act (FLSA) Status

Exempt

2025